



**Planning Commission, Board of Adjustments & Design Review Board
Special Scheduled Meeting Agenda**

Tuesday, January 29, 2013 at 5:15 p.m.

Town Hall, Council Chambers, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147

- I. Call to order / Roll Call** – Commissioner Chair Lattin, Commissioner Hart, Commissioner Maez, Commissioner Parker (late)
- II. Announcements**
- III. Approval of Minutes**
 - A. Approval of November 05, 2012 Planning Commission Meeting Minutes – Minutes were approved as read.
- IV. Public Comment**
 - A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda - None
- V. Board of Adjustments**
- VI. Planning Commission**
 - A. Annual Election of Planning Commission Chair and Vice Chair - At the first regular meeting of the year, each board and commission shall elect, by majority vote, from its membership a Chairman and Vice-Chairman, with each being eligible for re-election, and each serving a one- year term in such capacity. Commissioner Maez nominated Commissioner Lattin to act as chair and Commissioner Hart to act as vice chair, Commissioner Hart seconded, motion carried.
 - B. Annual Establishment of Planning Commission meeting schedule and location – LUDC 2.5.6.A.2 recommends each board and commission establish a meeting schedule that meets frequently and regularly. All meetings shall be open to the public, and the agenda for each meeting shall be made available in advance. Commissioner Hart moved to hold the planning commission meeting on the 2nd Tuesday of each month at 5:15pm at town hall, Commissioner Maez seconded, unanimously approved.
 - C. Resolution No. 2013-02, recommending approval of petition for annexation of Alpha Drive – The town is petitioning themselves for annexation of Alpha Drive. Planning Director Dickhoff found that the Alpha Drive Annexation Petition meets all the requirement of the Municipal Annexation Act of 1965. Commissioner Hart moved to approve Resolution 2013-02, a resolution recommending approval of the petition for annexation of Alpha Drive, Commissioner Maez seconded, unanimously approved.
 - D. Resolution No. 2013-03, recommending approval of petition for annexation of Sawmill Place – Mr. Andrew Schlaefli has submitted an application and a petition for a small area of land adjacent to the proposed Sawmill Place development. Some of the adjacent plots had been mistakenly annexed into the adjacent subdivision when the Pagosa Hills development was formed. He is asking the land be annexed into the town, he plans to consolidated the land into his development to be used for open space necessary to his development. An emergency crash gate will be used for emergency onto Bass Drive, the main access into this development will be on Hwy 160 or possibly onto Pike Dr. Mrs. Kathie Holt owns lots 79 and 80 and asked about property that will be annexed. Commissioner Hart asked if the annexation is approved, can the planning commission require the annexed property be used for open space. Mrs. Courtney King said that the property is currently wetlands and would require hundreds of thousands of dollars to change it to be useful for another purpose. She said the final plat will come before the commission for approval and the commission will approve with

regards to the wetland open space designation. Commissioner Maez moved to approve Resolution 2013-03, a resolution providing recommendations regarding annexation petition No 2012-01, known as the Sawmill Place Annexation, Commissioner Hart seconded, unanimously approved.

E. Concurrent Zoning for Sawmill Place Annexation No. 2012-01 – Mr. Andrew Schlaefli has petition for the annexed area to be zoned mixed use residential which is the same as the Sawmill Development adjacent to the annexed property. Mrs. Deanna Myers asked about designating the annexed property as open space. Planning Director Dickhoff said the zoning is consistent with the area, he said the open space proposed is larger than Bass Drive therefore the exact boundary of the open space will be designated at final plat approval. If a new property owner were to come forward, the current or new owner would have to bring a new plan to the commission before approval.

Commissioner Hart moved to approve mixed use residential zoning for the Sawmill Place Annexation No. 2012-01, Commissioner Maez seconded, unanimously approved.

F. Soliciting new PC members and eligibility requirements – A potential resignation on the board, as well as an opening for an alternate member seat is open. Planning Director Dickhoff will place advertising in the newspaper, websites, and inquire with the other town boards for members.

Commissioner Parker's term expires July 2015, he will be taking the alternate seat while he is away through October 2013. Commissioner Maez term expires 2015, Commissioner Hart and White term expires 2014 and Commissioner Lattin's term expires 2016.

VII. Design Review Board

VIII. Public Comment

A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda - None

IX. Reports and Comments

A. Town Manager – None

B. Staff –

1. Planning Department Report: The preservation board is seeking board members and has requested a joint board work session be planned to encourage the board and commissions working together. The planning commission said a joint meeting would be encouraged.

C. Planning Commission: The town and county building departments have been working very successfully with each other, a joint town council and BOCC has been planned when the new administrator comes on board to discuss the departments.

D. Upcoming scheduled meetings: A public meeting will be held on February 6, 2013 at the Community Center to discuss the Town to Pagosa Lakes trail east phase and the 8th Street sidewalk, and river walk extension and 6th Street Pedestrian bridge. Public input is recommended and required by CDOT. Next meeting on Tuesday February 12, 2013 at 5:15pm.

X. Adjournment Upon motion duly made, the meeting adjourned at 6:05pm.

Bobby Hart, Vice Chair